

Trustees of Lunenburg Public Library  
November 15, 2012  
Meeting called to order at 6:50 pm

Attending: Robin Venezia, Lisa Krowitz, Jeanne Raboin, Kathy Murray, Dick Mailloux, Lars Widstrand, Martha Moore, Brian Laffond (Finance Committee Member), Absent: John Mara

Public comment – None

Approval of Minutes - Approval of meeting notes tabled until the next meeting.

#### Director's Report

- New lillacs were planted by the Lion's Club
- Staffing:
  - Coverage is difficult due to numerous reasons: several staff members or family members with health issues, death of a staff member's family pet, and there are 2 open positions (Jen resigned and Jillian left for college).
  - Martha posted the Jr Library Assistant position.
  - Martha will be posting another position. She is working on the job description that will be related to website/social media skills versus computer skills, since Martha has the necessary computer skills that were lost when Jen left.
  - There is an issue with the library website, it is showing up under the School Department's main website.
  - Several staff members have been attending training over the past month: E-book and Ecotarium STEM
- Financials: Since the FY13 budget was restored the staff and library hours have been restored to the FY12 levels.
- Bldg/Facilities: Martha will work on obtaining quotes for painting the exterior of the LPL and fixing some broken siding.
- Programs: Martha is working with Kate and Karen to offer programs that encourage larger participation, Martha hopes to make 2013 "A Year for Lunenburg" –celebrating local artists, writers, history, and organization.
- Technology: Martha met with Nancy Strom to discuss capital planning and general technology assistance; Martha has requested assistance from CWMARs on some of the Evergreen issues.
- Capital Planning: Martha did not request spending this year for capital planning. She felt other departments had higher needs for the upcoming year and she would like to take time to research the specific capital needs for the library. She had only been on the job for less than a month when the capital planning needs were required to be submitted.
- Upcoming Holidays: Discussion on closing library December 24<sup>th</sup> and December 31<sup>st</sup>.
  - Lars Widstrand made a motion to close the library on December 24<sup>th</sup>, seconded by Dick Mailloux, unanimous approval by all in attendance.
  - Dick Mailloux made a motion to open the library on December 31<sup>st</sup> from 10 am to 2 pm, seconded by Kathy Murray, unanimous approval by all in attendance.

#### Friend's Update

- The Friend's gave LPL \$1358 to clean the carpets
- The Bulb fundraiser raised \$1000
- The Friend's requested more participation by the Trustees with fundraisers.

#### Sub-Committee Meetings

- Martha will check with the Staff to see if anyone would be interested in participating in the Policy Subcommittee
- Lars, Robin, Lisa, and Martha will review the following after the New Year:
  - Policy for collection boxes
  - Review Policies on the website to see if it is inclusive of all the currently approved LPL policies.

#### Old Business

- Martha will contact Jean Proctor and the Lunenburg Turkey Hill Gardeners about the LPL Garden and Water feature
- Dick Mailloux made a motion to end the meeting at 8:55 pm; seconded by Robin Venezia; unanimous approval by all in attendance.

Respectfully submitted,  
Lisa Krowitz  
Secretary, Trustees of Lunenburg Public Library